SiteManager Training Manual

Module B
Chapter 4

Daily Work Reports (+)
History

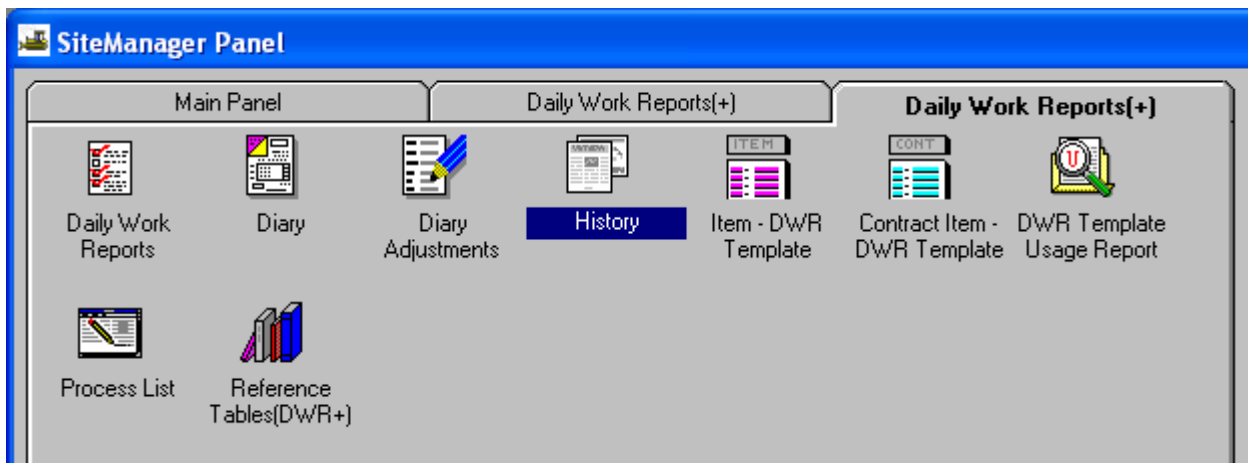**Section B-4-1**

DWR History
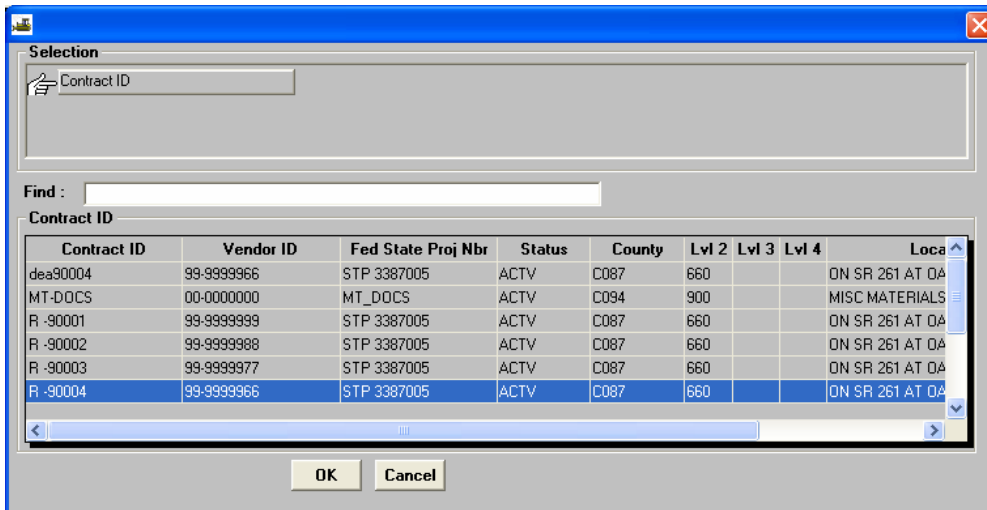
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DWR History

This section will explain how to view Daily Work Report History for a contract. The user can only access the history of a contract with proper contract authority.

"Double-click" on **Daily Work Reports (+)** located on the Main Panel.

"Double-click" on **History**.

The Select Contract window opens.

The Bottom Panel contains the following columns:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Vendor ID:** the **Vendor ID** is the INDOT assigned identification number for the Prime Contractor.
- **Fed State Proj Nbr**: the **Fed State Proj Nbr** is the unique identifier for the project.
- **Status**: the **Status** column indicates current status of the project, Active, Pending, Complete, or Archived.
- **County**: the **County** column indicates the county where the majority of the work is located.
- **Lvl 2**: The **Lvl 2** column indicates the District office administering the project.
- **Lvl 3:** The **Lvl 3** column is not utilized by INDOT.
- **Lvl 4:** The **Lvl 4** column is not utilized by INDOT.
- **Location Description 1:** the **Location Description 1** column contains the description of the actual limits of the contract.

"Double-click" the appropriate **Contract ID**. This step may be skipped if the appropriate contract is already open.

If the wrong contract is open, "click" on the **Open** 📂 button located on the toolbar.

"Double-click" on the appropriate **Contract ID**.

The **DWR History** tab reflects most of the information on the DWR Info tab in the DWR. Each day's information can be viewed by using the scroll bar located on the right side of the window or by using the navigation arrows located in the SiteManager toolbar.

The **Work Item History** tab reflects information on the Work Items tab in the DWR. Each day's information can be viewed by using the scroll bar located on the right side and bottom of the window or by using the navigation arrows located in the SiteManager toolbar.
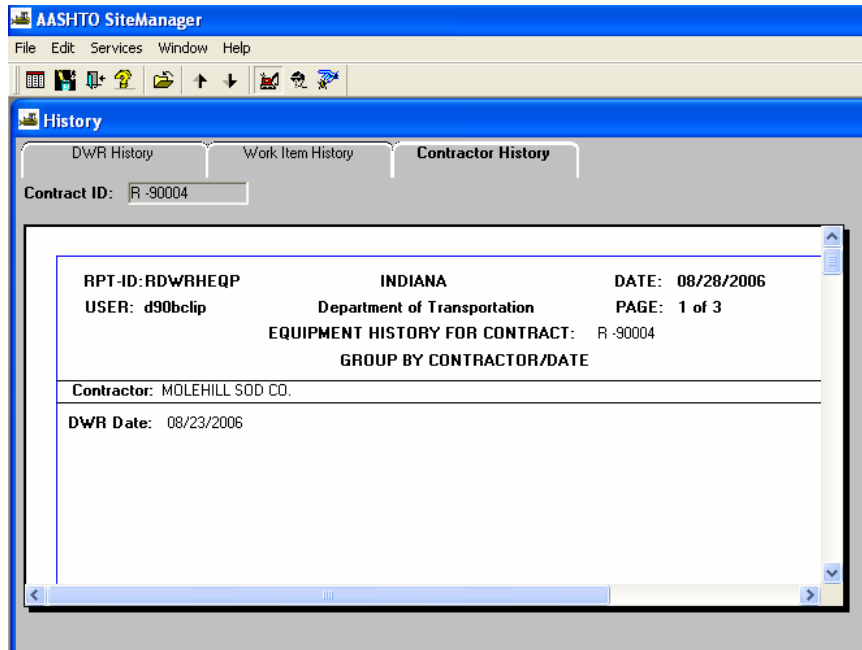
The **Contractor History** tab reflects the Contractor information for each contractor for each day. Each day's information can be viewed by using the scroll bar located on the right side of the window or by using the navigation arrows located on the toolbar.

Click on the ⛏ button located on the toolbar to view the Equipment History for each contractor for each day.

Click on the 👷 button located on the toolbar to view the Supervisor History for each contractor for each day.

Click on the ⚡ button located on the toolbar to view the Variable Labor History for each contractor for each day.

Additional contracts may be viewed by "clicking" on the **DWR History** tab and then "clicking" the **Open** 📂 button located on the toolbar.

"Click" on the **"Close"** 📂 button located on the toolbar to exit.

DWR History

Exercise B-3-T Group Exercise

Log into SiteManager as <u>d90afaul</u>
Password   <u>pass</u>

Navigate from the **Main Panel**:
"Double-Click" on **Daily Work Report (+)**
"Double-Click" on **History**
"Double-Click" on **Contract ID: R-90003**
Review **DWR History** Tab information
"Click" on **Work Item History** Tab and review information
"Click" on **Contractor History** Tab and review information
"Click" on **Clos**e located on the Toolbar